

CRIMINAL IDENTIFICATION SPECIALIST III

DEPARTMENTAL PROMOTIONAL SPOT - SACRAMENTO



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE January 26, 2015– Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** or personally delivered no later than the final filing date. Applications personally delivered or postmarked **after** the final filing date **will not** be accepted for any reason.

WHO CAN APPLY Persons must meet the minimum qualifications by the announced **final filing date**. Applicants must have a permanent civil service appointment with the Department of Justice by the final filing date in order to take this examination. Employees who have limited-term Appointment with the Department of Justice (provided they have had a **permanent appointment** and no subsequent break in service) are allowed to participate in departmental promotional examinations. Otherwise, in order to qualify for the exam, a candidate must 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; **or** 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; **or** 3) persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

FILING INSTRUCTIONS All applicants must complete and return the State Examination Application by the final filing date. See the following link for the State Examination Application.

- [Examination Application \(Form STD 678\)](#)
- Transcripts (If Applicable)

Mailing Address

Department of Justice
Testing and Selection Unit
Attn: Bradley Thomson
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
Attn: Bradley Thomson
1300 "I" Street, 7th Floor Reception
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS:

- TO THE DEPARTMENT OF HUMAN RESOURCES
- ONLINE/EMAIL
- VIA INTER-AGENCY MAIL
- FAX

**SPECIAL TESTING
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified to determine what assistance can be provided.

SALARY RANGE

\$3825-\$4751

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

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ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
The resulting eligible list will only be used to fill vacancies at the Department of Justice.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II.

Or II

Experience: Three years of experience performing the technical phases of criminal identification work in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II.) **And**

Education: Equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS

"Duties comparable in level of responsibility" – the applicant must have State service experience of appropriate type and length in a classification at the same (or a higher) level of responsibility as the classification specified.

POSITION DESCRIPTION

Criminal Identification Specialists classify, search, and compare fingerprints; analyze, evaluate, and index information contained in reports of unidentified dead and missing persons; search and maintain a file of persons wanted for crimes and a file of pawned and stolen property; process applications and licenses to carry concealed firearms and to possess tear gas; maintain and control registration files of sex and narcotic offenders; seal criminal records pursuant to law and court orders; man the Department's Command Center 24 hours a day providing record information and associated data; assist subjects of criminal records in the review and correction of their records; and perform other criminal identification duties critical to the operations of the Bureau of Identification of the Department of Justice.

Positions only exist in Sacramento, CA.

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**EXAMINATION
INFORMATION**

The examination will consist of an In-Basket exercise and a Qualification Appraisal Panel (QAP) interview as the two components of the Criminal Identification Specialist III examination. To obtain a position on the eligible list a minimum score of 70% must be received.

IN-BASKET EXERCISE – WEIGHTED 20%

The In-Basket exercise will be administered in the Testing and Selection Unit on the 7th floor of the Department of Justice. Instructions for completing the In-Basket exercise will be provided upon arrival of the testing site.

QUALIFICATION APPRAISAL PROCESS – WEIGHTED 80%

In addition to evaluating the competitor's relative abilities as demonstrated through the In-Basket exercise, the examination will consist of an Oral Interview that will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room.

In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the Training and Experience Evaluation will be measuring the knowledge, skills, and abilities:

Knowledge of:

1. Methods used in criminal identification processes (i.e. comparison of dental charts, finger and palm prints, personal descriptor records).
2. Principles and techniques of supervision (i.e., discipline process and hiring process).
3. The correct processes and procedures involved in the work of subordinates (i.e, CIS I and IIs).
4. The department's policy and procedures regarding but not limited to Sexual Harassment, Workplace Violence, Reasonable Accommodation, etc.
5. The principles and techniques of personnel management (i.e., directing the work of staff; manpower utilization and production reports).
6. The various databases used in the department to store and retrieve data for clients.

Ability to:

1. Perform the duties of a lower level in the Criminal Identification Specialist series in the absence of an employee.
2. Follow directions given by supervisors and managers to ensure work is completed per their instructions.
3. Speak to others to convey information courteously, professionally, tactfully, and effectively according to the needs of the audience.
4. Conduct oneself in a professional manner under a variety of circumstances.
5. Conduct oneself with discretion in situations that include discussion of sensitive and/or confidential information.
6. Respond effectively in order to handle expedited or urgent projects without prior notice.
7. Navigate and collect data information from a variety of automated archival database systems.
8. Perform detail-sensitive work in an accurate and thorough manner.

Skill to:

1. Retain confidentiality when classified information is requested of unauthorized individuals (e.g., the public).
2. Organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.
3. Speak to others in order to convey information courteously, professionally, tactfully, and effectively.
4. Interpret and analyze information in order to draw valid and supportable conclusions.

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE
CREDITS/
CAREER CREDITS**

Veterans Preference Credits or Career Credits will not be granted in this examination.

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 327-4209, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 327-4209, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
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